

Quick Tips of Foreign Travel

Prepare Advance Notification form and forward to the Center Travel Office to obtain required country clearance. FMM 301-2.9

Travel arrangements must be made through CI Travel (Travel Management Center) for lodgings, rental car and airline tickets. FMM 9700 301-50.1

Prepare travel authorization and obtain required Center level approvals. Include program office point of contact, hotel location and phone number, country contact person name and number, account for any leave to be taken, and names of other NASA travelers going on same trip. FMM 301-2.1

Background materials must be provided as part of the travel package (i.e. copy of conference agenda/website, copy of abstract, reimbursable agreement, copy of invitation from foreign organization, Forms 1167, 1676, and Space Act Agreement if applicable).

Make an appointment to see the Center Medical Director for required checkup, shots and medications to obtain clearance for travel. If clearance is not obtained or denied by the Center Medical Director, travel is **NOT** authorized.

Important Numbers

Chief Council
301-286-9181

CI Travel (TMC)
1-800-287-9027 Official
1-800-220-0340 Personal

Export Control
301-286-6388

Health Unit
301-286-6666
757-824-3400 WFF

Passport/VISA
301-286-7678

RFO Travel Office
301-286-5910/5916

Tier I Foreign Coordinators
301-286-1195/3257

Travel Charge Card Coordinator
301-286-5925

Travel Manager Help Desk
301-286-4436 #3
travelmanager8.gsfc.nasa.gov



NASA GSFC Foreign Travel Quick Tips

For The Traveler/Preparer

***Planning is essential to successful
foreign travel!***

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More Quick Tips

Must renew/obtain a VISA/ official passport for official government travel. 22 CFR 53

New reimbursable or reimbursable in-kind travel must be submitted to the Office of Chief Council for concurrence. GPD 9710.1A

Export Control must concur on all Scientific and Technical documents/presentations and on all hand carry/shipment of equipment.

Travel packages must be at HQ for processing of the country clearance 30 days in advance of the travel departure date. If there is a failure to meet the 30 day requirement and time is less than 21 days of departure, a Late Justification must be submitted to the Comptroller's office for approval or disapproval of travel.

A foreign travel checklist can be obtained on-line at the Travel Manager website (travelmanager8.gsfc.nasa.gov) under *User Guides*.

Regulations and Policies

Receipts for lodging, airfare and any other expense that exceeds \$75 should be maintained for 6 years 3 months. If a voucher is selected for audit, submit a copy of the receipts to the RFO Travel Office. FTR 301-52-4

Lodging taxes for foreign travel are included in the daily per diem rate and are not considered a miscellaneous travel expense. FTR 301-11.27

Personal phone calls are authorized at \$7.00 a day. FMM 9700 301-12.4

When renting a vehicle, collision damage waiver (CDW) or theft insurance is an authorized allowance while on official foreign travel. FTR 301-10.451

Invitational, infrequent or travelers who have had their travel charge card privileges revoked can obtain approval for airline tickets to be issued on the Center's Central Billed Account (CBA). Contact the Center Charge Card Coordinator (x6-5925) for additional information.

A rest period not in excess of 24 hours may be authorized at an intermediate point or at the destination if the travel is foreign, by direct route, less than premium-class service and time exceeds 14 hours, including stopovers. FTR 301-11.20

Laundry and dry cleaning are **NOT** an allowable expense on foreign travel. FTR 301-11.31

Travel vouchers should be submitted within 5 days from the completion of travel and total expenditures should be recorded in U.S. dollars. FMM 301-52.2

Meals provided at a nominal or no cost by the Government or are included in the registration fee must be deducted from the meals and incidentals rate. FTR 301-74.21

If you plan to take leave or take your spouse or children on travel and you are making personal reservations, keep in mind that your official travel is **NOT** approved until the Dept. of State has granted a country clearance and HQ has approved your travel. FMM 301-2.24